

GRAND CENTRAL STATION

WASHINGTON, D.C. 20044

Approved For Release 2002/06/05 : CIA-RDP78-00433A000100060013-2

GREATER WASHINGTON, D.C. CHAPTER  
P.O. BOX 89  
WASHINGTON, D.C. 20044

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P.O. BOX 555  
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NEW YORK, N.Y. 10035

## ASSOCIATION OF RECORDS EXECUTIVES AND ADMINISTRATORS

MAR 27 1972

Honorable Richard Helms  
Director of Central Intelligence  
Washington, D. C. 20505

Dear Mr. Helms:

President Nixon, in a message to his cabinet and key personnel, said, "I think each Department should consider giving annual awards to individuals in the Department who came up with workable ideas for savings in personnel, paperwork, program duplication, etc." This interest was reinforced by the President's support of the project to improve Federal reporting and reduce related paperwork.

We are, therefore, pleased to announce the eighth in a series of annual awards for outstanding leadership and professional excellence in promoting effective management of paperwork in the Federal Government. This year, the Association of Records Executives and Administrators is again providing sponsorship for this awards program.

During the last seven years Federal Agencies have nominated 134 men and women for their paperwork management efforts. Each of these received national recognition; 44 were given special awards. This year the Association hopes that participation by Federal Agencies will continue to grow. We sincerely believe that the awards program is a most important means for directing attention to one of management's most critical problems -- paperwork.

STATINTL Last year [redacted] your nominee, was one of five who received special recognition. His contributions were impressive and indicate what can be accomplished by dedicated officials in a responsive management environment. We hope that you will have a nominee again this year.

Details concerning the awards are contained in the enclosure. Additional copies will be sent under separate cover to your personnel officer. We will be pleased to answer any questions you may have concerning the award.

Sincerely,

*Dudley Judd*  
DUDLEY JUDD  
President

Enclosure

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Sponsored by the  
Association of Records Executives and Administrators (AREA)

#### PURPOSE

To honor those Federal employees who have demonstrated outstanding leadership, ingenuity, and professional excellence in designing, promoting, or managing effective systems or programs that contribute significantly to increased Federal paperwork efficiency. These awards are officially sanctioned by the U. S. Civil Service Commission and are among the most honored available to Federal employees.

#### SCOPE

Paperwork, as related to this awards program, covers the entire spectrum of information and records management activities involved in the creation, flow, use, preservation, and disposition of all types of information and records.

Paperwork, in its broadest sense, is an integral part of every procedure and system. It is the basic administrative support medium for written communications and the flow of management information. From the operating system proceeds the management practice of channeling and controlling paperwork so that it contributes to the realization of organizational goals and objectives. Automation, in its many aspects, is a most important consideration in the process of efficiently managing paperwork.

#### NATURE OF THE AWARD

Individually inscribed walnut plaques are presented to those who are responsible for exceptional paperwork management achievements. Individual and group citations are awarded for outstanding contributions to paperwork efficiency. National and Government-wide publicity is given these awards.

#### ELIGIBILITY

All employees of the Legislative, Judicial, and Executive branches of the Federal Government are eligible.

#### DEADLINE AND LIMITATIONS

Nominations should be submitted by August 1, 1972, to:

AREA AWARDS COMMITTEE  
Association of Records Executives  
and Administrators  
Post Office Box 89  
Washington, DC 20044

Each Department or Independent Agency in the Executive Branch is encouraged to submit one individual or group nomination. Individual Legislative and Judicial units are also welcome to submit a nomination.

A. Special Awards Board appointed by AREA will review all nominations and decide who will receive the awards.

#### NOMINATION FORMAT

Nominations should follow the suggested outline below and be adequately documented.

- A. Biographical Sketch of Nominee(s): A brief statement is needed to relate the background, experience, and education of the nominee(s) to the content and scope of the accomplishment described.
- B. Description of Accomplishment: Describe in specific terms the work or contribution for which the nomination is being submitted. The period covered by the accomplishment is not limited to the current year. However, the basis for the nomination should reflect current or relatively recent work or results, rather than overall duties performed over a long period of years.

Cover Problem

The description of the accomplishment should include:

- . objectives and significance;
  - . methods used;
  - . relation to previous work attempted in this field, if any;
  - . names of any cooperating individuals, departments or agencies; and
  - . impact -- whether internal only, multiagency, or Government-wide.  
(Also cover its impact outside the Government, if applicable.)
- C. Results: Describe separately both realized and anticipated results. These should be expressed in terms of dollar and personnel savings or intangible benefits such as improved services, decreased time requirements, and increased management efficiencies.
- D. Digest: Summarize (two to three hundred words) the highlights of the accomplishment for inclusion in the official program.

*Please submit a signed original and three copies.*

#### DOCUMENTATION

Present the best possible case for your nominee. The material you furnish will be used by the Special Awards Board for judging and for subsequent publicity. It is important that the material describe clearly the nominee's special contribution to efficient paperwork.

#### AWARDS PRESENTATION

All Special Award and Citation recipients (as well as special guests) will be guests of AREA at the official luncheon on Wednesday, November 8, 1972, at 12:00 noon at the Washington Hilton Hotel. The entire Government community and representatives of professional organizations, state and local Governments, and private industry will also be invited to attend. A modest fee will be charged to cover the cost of lunch.